



# AFFIDAVIT

I certify that I have taken the required continuing education for each renewal period and the seven (7) hour USPAP Update course within the last renewal cycle. I shall not begin the practice of real estate appraising until such time as I have received my license/certificate and it has been posted within the office.

Printed Name
Signature
Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public \_\_\_\_\_ My Commission Expires \_\_\_\_\_

**TO THE LICENSEE:**

This form must be completed to change your status from active to inactive or to return to an active status. The fee is \$25 for either transaction. **This form only changes your status.** Please read below regarding renewals and other requirements.

### **Renewals - 3-4 months prior to expiration date**

If changing from **active to inactive** within renewal period (after renewal form has been issued by office):

- 1) \$25 application fee is required
- 2) renewal fee of \$100 is required
- 3) no continuing education is requested

If changing from **inactive to active** within first renewal period, the following is required:

- 1) \$25 application fee
- 2) \$350 renewal fee
- 3) \$50 Federal Registry fee
- 4) proof of 28 hours of continuing education taken within 2-yr. licensing cycle
- 5) proof of 7-hour USPAP Update within 2-yr licensing cycle

If changing from **inactive to active** after the first renewal period, the following is required:

- 1) \$25 application fee
- 2) \$350 renewal fee
- 3) \$50 Federal Registry fee
- 4) proof of 28 hours of continuing education taken for each 2-yr. licensing cycle
- 5) proof of 7-hour USPAP Update within last 2-yr licensing cycle

### Change of Status Within Licensing Cycle (no pending renewal)

1. Prior to the renewal period throughout the licensing cycle, if going from **active to inactive**, only \$25 and appropriate application required.
2. If in the midst of licensing cycle and changing from **inactive to active**, the following is required:
  - a) \$25 and appropriate application
  - b) \$350 additional renewal fee
  - c) \$50 Federal Registry fee
  - d) proof of a total of 28 hours of continuing education within current 2-yr. licensing cycle
  - e) proof of 7-hour USPAP Update within 2-yr licensing cycle

**Late Fee**

Inactive renewals also require a \$100 late penalty fee if not submitted thirty (30) days prior to the expiration date of the license or certificate.